



SCHEDULE OF POWERS PART-D

STORES MATTERS



PATIALA LOCOMOTIVE WORKS, PATIALA

PLW/PTA

YEAR 2022

भाग - डी: स्टोर मामलों
शक्तियों की अनुसूची
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STORE MATTER (PART-D)

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CHAPTER-V								
(STORES DEPTT.)PURCHASE MATTERS (PART-I)								
SN	NATURE OF POWERS	AUTHORITY	EXTENT OF POWERS DELEGATED					REMARKS
			PCMM	CMM	DY.CMM	SMM	AMM	
1	2	3	4	5	6	7	8	9
1.1	Approval of quantities for procurement (a) For purchase through tender/placing indents in the Normal course for stock and non-stock items.	1. Items 1 and 2 of Para 132- and 701 of Stores Code (S). 2. 76/RS(G)/779/36 of 6.1.1979 3. 2001/F(S)/1/PW/7/2 dt 12.10.2001. 4. 2007/F(S)/1/PW/7/1 dt 7.12.2007 5. 2007/RS/G/779/1 dt 04.04.08 & 28.07.08 6. 2007/RS/G/779/1 dt 16.02.2009. 7. 88/RS(G)/779/14 Ptdt 27.02.2015 & 12.03.2015 8. 88/RS(G)/779/14 Ptdt 06.01.2017 [Para 2.0S.No.1 & 1.0 B] 9. 2017/Trans/01/Policy dt 18.10.2017 10. 2017/Trans/01/Policy/Stores dt 29.12.17	Full Powers	Upto their powers of acceptance	Upto their powers of acceptance	Upto their powers of acceptance	Upto their powers of acceptance	
1.1	(b) Approval of AAC of A,B,C category items	1. 88/RS(G)/779/43 dt 11.12.1989 2. 88/RS(G)/779/43 dt 21.10.2012 3. 88/RS(G)/779/14 Ptdt 06.01.2017 [Para 2.0S.No.3,4 & 5] 4. 2017/Trans/01/Policy dt 18.10.2017	Full powers	Above Rs.1 crores	Upto Rs.1 crores	Full powers for 'C' category items upto the limit of his Powers of Acceptance	Full powers for 'C' category items upto the limit of his powers of Acceptance	1. Vetting of AAC: i. Single stage Vetting of AAC/EAC of only A category items either by HQ finance or by field finance (No finance vetting for AAC/EAC approval of B and C category items) ii. No requirement of quantity/demand vetting by Finance for stock items.
1.2(a)	Signing of NSR by user deptt.	1. Railway Bd.'s letter No.2005/RS(G)/779/7 dt 06.05.2015, 2. 2017/Trans/01/Policy dated 18/10/2017	Above Rs.45 lakhs	Above Rs.15 lakhs to Rs.45 lakhs	Above Rs.2 lakh up to Rs.15 lakhs	Above Rs.25,000 upto Rs.2 Lakhs	Upto Rs.25,000	1).The level of Signing as approving officer in Non stock requisitions which inter-alia also certifies essentiality of requirement. 2) Level of signing as approving officer will also certify whether item is safety/Passenger necessity item. 3) Non-stock requisitions will require vetting as per extant instructions. 4) In case JAG/SG officer not posted, then Non-stock requisition to be signed by SAG officer of the user deptt.
1.2 (b)	Signing of PAC by user deptt.	Rly Bd's letter no . 2017 /Trans / 01 / Policy dt.18.10.17 Rly Bd's letter no. 2024/RS(G)/779/8 dated:22/11/2024 [Sr.no.6(24)]						Authority competent to sign proprietary Articles certificate is as under:- JS –Upto Rs.75000/- SS –Upto Rs.2 lakhs JAG/SG officer-Upto Rs.15 Lakhs SAG officer -Upto Rs.25 Lakhs PHOD/CHOD- above Rs.25 Lakhs 1 Procurement of stores on proprietary basis completely eliminates competition and could lead to higher prices. The indenting authorities before indenting for proprietary articles and certifying them so, should therefore fully satisfy themselves that no acceptable substitutes are available. 2. The proprietary articles should not be accepted by Purchase Officer as a matter of course and indenting officer should be advised to carefully evaluate the merits before signing

								such a certificate.
1.3(a)	Vetting of non-stock demands/requisitions	<p>Rly Bd's letter no.2017/Trans/01/Policydt.18.10. 17</p> <p>Rly Bd's Letter No.2024/RS(G)/779/8 dated:22/11/2024 [Sr.no.6(7)]</p>						<p>1. Finance vetting of non-stock items is required for Safety items - above Rs. 10 lakhs and other than safety items-above Rs.2.5 lakhs. (Ref Bd. Letter dt.18.10.17)</p> <p>2. The vetting of requisitions in case of sanctioned works may be dispensed with where detailed estimate has been sanctioned subject to the condition that the sanctioned detailed estimate should include item, quantity and total estimated value.</p> <p>3. The indenter should certify the availability of fund on the indent itself for the corresponding financial year.</p> <p>4. The indents sent by the executive for procurement of any item will include an attested copy of the sanctioned detailed estimate showing item, quantity and estimated value of that item.</p> <p>5. The Technical Member of the Tender Committee/Tender Case will be responsible for confirming the quantity of the item to be procured against such requisitions.</p> <p>6. A collective view will also be taken by the members of the Tender Committee.</p> <p>7. There shall be no change in delegation with respect to vetting of requisition for Drugs and Surgical items.</p>
1.3(b)	Vetting of purchase orders	<p>Railway Bd.'s letter No.88RS(G)779/14/pt.dt.06/01/20 17</p> <p>Rly Bd's letter No.2024/RS(G)/779/8 dated:22/11/2024 [Sr.no.6(5)]</p>						<p>i) For safety items above Rs.15 Lakhs subject to 10% test check by Accounts.</p> <p>ii) Above Rs.8 lakhs for items other than safety items.</p> <p>iii) Powers of finance department: A) JAG above Rs.5 Crores and B) Sr. Scale up to Rs.5 Crores. PFA may delegate full powers of vetting up to SS/JS officers.</p> <p>iv) The vetting of Purchase Orders may be done away with in cases where Purchase Orders are generated directly by IMMS based on electronically accepted TC recommendations.</p> <p>v) The official issuing the Purchase Order will be responsible for the correctness and compliance of provisions relating to issue of Purchase Orders.</p>

								<p>However, all purchase orders, which do not require vetting, may also be got noted in the liability register for strict budgetary control</p> <p>vi) Funds availability register in IMMS should be regularly updated.</p> <p>vii) Vetting of P.O.s issued against RCs/ LTCs finalized by Board/ PUs is not required and may be issued only with noting of funds.</p>
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1	NATURE OF POWERS 2	AUTHORITY 3	EXTENT OF POWERS DELEGATED					REMARKS 9
			PCMM 4	CMM 5	DY.CMM 6	SMM 7	AMM 8	
1.3(c)	Vetting of indents to be placed on centralised procurement agency by PCMM office	Railway Bd.'s letter No.88RS(G)/779/14/pt.dt.06/01/2017						i) For safety items---Above Rs.15 Lakhs subject to 10% test check by Accounts. ii) Above Rs.8 lakhs for items other than safety items. iii) Powers of finance department: A) PHOD-above Rs.20 Crores, B) SAG-above Rs.3 Crores upto Rs.20 Crores C) JAG/SG-above Rs.1.5 Crores upto Rs.3 Crores, D) SS- above Rs.15 lakhs up to Rs.1.5 Crores for safety items and above Rs.8 lakhs upto Rs.1.5 Crores for other than safety items.
2	Approval of mode of tendering							
2.1(a)	Through advertised tender for non-Gem items	Rly Bd.'s letter No.88RS(G)/779/14/ptdt.06/01/2017/Trans/01/Policy dt. 18.10.17/2017/Trans/01/Policy/stores dt. 29.12.17. 2017/Trans/01/Policy/Pt-sdt.28/03/18.	Full Power	Rs.5 crore	Rs.1 Crore	Rs.10 Lakhs	Rs.5 lakhs	(i) Open tenders are normal mode of procurement for purchase estimated to cost over Rs.25 lakhs . It is however permissible to invite open tender for value less than this limit, wherever considered necessary. (Ref Bd. Letter dt.29.12.17) (ii) For procurement of Stores, tender's valued more than Rs.10 Cr. in each case, Reverse Auction shall be preferred mode which shall be followed only in case of tenders where there are atleast three approved vendors or atleast three proven/ likely competitive sources. For any exemption in tendering method personal approval of the PHOD/CHOD duly vetted by Associate Finance shall be required. (For detailed instruction, Board's letter dated 28/03/2018 to be referred). (iii) For procurement of M&P above Rs.30 lakhs, clear dispensation is required from COFMOW except for Medical equipment.
2.1(b)	To invite all types of Global tenders	Railway Bd.'s letter No.88RS(G)/779/14/pt.dt.06/01/2017 Railway Bd.'s letter No.2024/RS(G)/779/8 dated:22/11/2024 [Sr.no.5(5.1)]	Full powers upto his power of Purchase.	Nil	Nil	Nil	Nil	Essentiality of Import at the time of invitation of Global Tenders: a. Tenders upto the Power of acceptance of PCMM: PCMM is competent to issue Global Tenders without essentiality of import to be certified by principal head of the user department and without the essentiality of import to be concurred in by the associate finance. b. Tenders beyond Power of acceptance of PCMM: PCMM is competent to issue Global Tenders only with essentiality of import to be certified by principal head of the user department and with the essentiality of import to be concurred in by the associate finance. c. These powers cannot be further delegated. Provided, approval of competent authority for issue of Global Tenders in compliance of Rule 161 (iv) of the

								General Financial Rules, 2017 is also obtained prior to issue of Global Tender. (Ref: Railway Board letters No.2017/Trans/01/Policy dated 18/10/2017 and No.2008/RS(G)/779/12 dated 09/1 1/2015)
2.2	Through Limited tender	RlyBd's letter no.88RS(G)779/14/ptdt.06/01/2017 2017/Trans/01/Policy dt.18.10.17 2017/Trans/01/Policy/stores dt.29.12.17						

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	a). In normal circumstances .	Rly Bd's letter no.88RS(G)/779/14/ptdt.06/01/2017 2017/Trans/01/Policydt.18.10.172017/Trans/01/Policy/storesdt.29.12.17 Rly Bd's letter No.2024/RS(G)/779/8dated:22/11/2024 [Sr.no.5(A)]	Rs.50Lakhs	Rs.50Lacs	Rs.50Lacs	Rs.10Lacs	Rs.5lakhs	1.For purchases valued above Rs.25 lakhs calling of special Limited Tender requires concurrence of PFA & PCAO approval, subject to the conditions laid down in para 331-S being satisfied. 2.The items available on GeM should be verified from "www.gem.gov.in".
	b). In emergency including items available in GeM Portal.		Rs.10crores	Rs.5crores	Rs.1.5Crores	Nil	Nil	1. No finance concurrence is required as per Board's letter no76/RS(G)/779/36dated6/1/79. 2. For value above Rs.10 crores and upto Rs.20 crores , approval of PCAO is required.
	c. For safety items		Rs.10crores	Rs.5crores	Rs.1.5Crores	Rs.10Lacs	Rs.5lakhs	(i) Purchase should be made from an approved list of safety items. (ii) No finance concurrence is required upto Rs10Cr. (iii) Cases beyond Rs.50 lakhs to be examined by Tender Committee.
	d. For items for which approved list is issued only by centralized agency RDSO/PU/CORE		Rs.10crores	Rs.5crores	Rs.1.5Crores	Rs.10Lacs	Rs.5lakhs	
	e). Direct Purchase of items by PCMM covered by DGS&D on Rate/Running Contracts or available on GeM, if stores are urgently required or can be more conveniently obtained locally or from nearer station	Rly. Board's letter No. 88RS(G)/779/14/ptdt.06/01/2017 & dated 22/09/2017. ModelSOPdated26/10/2017. ModelSOPdate d26/10/2017. Rly Bd's letter No.2024/RS(G)/779/8dated:22/11/2024 [Sr.no.6(12)]	Deleted as DGS&D does not exist anymore					
2.3	Spot Purchase	Railway Board's letter No.2017/Trans/01/Policy dated18/10/2017	-	-	-	-	-	Spot purchase procedure is to be followed as per PLW JPO no.S/PLW/PP/Spot Purchase dated 29/03/2022
2.4	Through Single tender Non-PAC without finance concurrence	Rly Bd's letter no.88RS(G)/779/14/ptdt.06/01/2017 2017/Trans/01/Policydt.18.10.172017/Trans/01/Policy/storesdt.29.12.17.						Where the tenders are invited on ST basis with competent authority's approval, the offer can be Accepted under normal purchase powers of the purchase officer.
	a. Non-proprietary articles (in normal circumstances)		Rs8Lacs	Rs8Lacs	Rs.50,000	Rs.25,000	Rs.25,000	These powers will be exercised without finance concurrence.
	b. Drugs and surgicals		Rs1Lacs	Rs8Lacs	do	do	do	

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	c. Non-proprietary articles in emergent situations affecting maintenance, out-turn, operation etc.	Rly Bd's Letter No. 2024/RS(G)/779/8 dated: 22/11/2024 [Sr.no.6(4-d)]	Rs.45Lacs	Rs.45Lacs	NIL	NIL	NIL	Note: i) These powers will be exercised without finance concurrence. ii) Invitation of single tender and purchase will require personal approval of PCMM/CMM.
	d. Safety Items below 2 months stock		Upto Rs.1 Crore	Upto Rs.1 Crore	NIL	NIL	NIL	Note:- These powers will be exercised without Finance concurrence.
	e. Existence of single approved source on list issued by RDSO/PU's		Deleted					(Regular Order can be placed on Developmental Vendors, in terms of letter no. 2001/RS(G)/779/7 Pt.2(1) dated 06/11/2018)
2.5	Invitation of Single Tender/for Developmental items .		Rs.15Lacs	Rs.8Lacs	Rs.5Lacs	NIL	NIL	Powers shall not be delegated below JAG.
2.6	Invitation of Single Tender/for Proprietary items							
	(a)(i) Proprietary articles where it is not possible to certify that a similar article is not manufactured or sold by any other firm which could be used in lieu. PAC 'A' IS CERTIFIED		Rs.15lakhs	Rs.8lakhs	Rs.5lakhs	Rs.3lakhs	Rs.1Lakh	
	(ii) Drugs and surgical items		Rs.15lakhs	Rs.8lakhs	Rs.5lakhs	Nil	Nil	Drugs and Surgical Items: Power of Certification of PAC is restricted to Rs.1 Lakh and it should be certified by CMO that no substitute for the particular item is available or it will not be proper to take the risk of trying other substitutes. Above Rs.1lakh, it has to be counter signed by PCAO.
	(b)(ii) Proprietary articles where it is possible to certify that similar articles which could be used in lieu are not manufactured or sold by any Other firm. PAC 'C' IS CERTIFIED		Upto the Limit of his Powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	
	(ii) Drugs and surgical items		Rs.50lakhs	Rs.25lakhs	Rs.10lakhs	Nil	Nil	Drugs and surgical Items: Power of Certification of PAC is restricted to Rs.5 Lakh and it should be certified by CMO that no substitute for the particular item is available or it will not be proper to take the risk of trying other substitutes. Above Rs.5lakh, it has to be counter signed by PCAO.

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2.7	Acceptance of Single Offer : Against Open/Advertised or limited tender where only single offer (only one responsive bid) has been received.	Rly Bd's Letter No.2024/RS(G)/779/8 dated:22/11/2024 [Sr.no.6(17)]	<p>As per rule 173(xxi) of GFR 2017, detailed vide Railway Board letter No. 2021/RS(G)/779/8 dated 04/03/2022; when a limited or open tender results in only one effective offer, it shall be treated as a single tender contract.</p> <p>In this regard, it has been decided that:</p> <p>Case of Open/ Advertised Tender Whenever an open tender results in only one effective offer, powers to deal such cases would be with the Tender Accepting Authority as per the delegation of power as issued from time to time for direct acceptance of tenders/ through constitution/composition of tender committee (as the case may be) provided following conditions are satisfied and recorded by TC/Accepting Authority-</p> <p>(i) The procurement was satisfactorily advertised and sufficient time was given for submission of bids; (ii) The qualification criteria were not unduly restrictive; and (iii) Prices are reasonable in comparison to market values.</p> <p>Case of Limited Tender Whenever a limited tender results in only one effective offer, powers to deal such cases would be with the Tender Accepting Authority as per the delegation of power as issued from time to time for direct acceptance of tenders/ through constitution/composition of tender committee (as the case may be) provided following conditions are satisfied and recorded by TC/Accepting Authority-</p> <p>(i) The procurement was satisfactorily advertised (the term 'satisfactorily advertised' in case of limited tender shall mean that the sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote) and sufficient time was given for submission of bids;</p> <p style="text-align: center;">OR</p> <p>Urgency is certificated by JAG/SG* level officer for purchase upto Rs. 10 lakh and minimum SAG*. level officer for purchase above Rs. 10 lakh, *certification shall be by officer of stores department for stock items and officer of indenting department for non stock items. (ii) The qualification criteria were not unduly restrictive; and (iii) Prices are reasonable in comparison to market values.</p>					
2.8	To accept Single tender purchase from Stock yards/buffer imports of SAIL, TISCO, IISCO, RINL in respect of steel items and to make 100% payment in advance to them.	Authority: 1.64/RS(G)/385/1of19.2.1981& 26.11.85 2.87/RS(G)/753/2dt.30.12.87 3.87/RS(G)/753/2dt.15.10.92& 01.09.2006 4.2007/RS/G/779/1dt.4/4/2008. 5.88/RS(G)/779/14Ptdt:27.02.2015 & 12.03.15 6.88/RS(G)/779/14Ptdt06.01.2017[Para2.088RS(G)/779/14/pt dt.06/01/2017(Para2.0,s.no.16)	Rs.10Crore	Rs5 Crores	Rs.45Lakhs	NIL	NIL	(I)These Powers including 100% advance payment requires no Tender Committee or finance concurrence. (II)Quotation/Price list from all the local stock yards should be obtained at the lowest possible reasonable price subject to availability of items. (III)Reasons for ignoring most economical stock yard price on a/c of non availability on the days of purchase to be recorded in writing by the concerned officers. (IV)PCMM/CMM are empowered to purchase uptoRs.75 lakhs in each case without going into the formalities of Tender committee recommendation
2.9	Purchase of oils and lubricants marketed by Public Sector Undertakings on Single Tender basis.	Rly.Board'sletterNo.88RS(G)/779/14/ptdt.06/01/2017	Rs.10Crores each case	Rs5crores in each case	Nil	Nil	Nil	i) Finance concurrence is required in each case. ii) 100%advance payment terms can be accepted Without going into the formalities of tender committee's examination. iii) Limited tenders to be called in place of single tender in case prices are not Government administered. Finance concurrence not required for calling of Limited tenders.

2.10	Single tender for non-ferrous items (MMTC, HCL and HZL)	ModelSOP,Authority:89/RS(G)/753/1of13 .10.1989	Upto the limit of his powers of purchase	Nil	Nil	Nil	Nil	
2.11	Purchase from KVIC/ACASH/Ordnance factories (onlyfor fog signals) of MoD on SingleTender Basis-Dispensing with need for TC	ModelSOP,Authority:2009/RS(G)/113/1dated29.10.2014	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	i)In case of delays apprehended in the receipt of handloom supplies through ACASH, emergency purchase of immediate minimum demands directly from the handloom units notified by the Development Commissioner for Handlooms. In case they are also unable to supply, the emergency purchase maybe made of mill-made items, to avoid complaints from the user. ii)Finance concurrence is not necessary.
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2.12	To enter into negotiations with tenderers and to accept negotiated rates	Model SOP, Authority:59/773/1/RS(G)dated2 0/05/1960.	Upto the limit of his powers of purchase	Upto the limit of his powers Of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers Of purchase	
2.13	Purchases made directly by departments other than Stores Department.							
	a) Procurement through GeM by user departments: Officers authorized by PHOD s of user departments may be permitted to buy goods(Non-stock items)available on GeM by placing directon-line orders uptoRs.25,000/-in each case. This may be subject to annual ceiling of Rs.10 lakhs per department per annum. The officers will have to certify as follows:- "I_____,am personally satisfied that these goods purchase are of the requisite quality and specification and have been purchased from are liable supplier at a reasonable price." b) Purchase of Petrol: Powers delegated to all Assistant Officers, Divisional Officers and J.A. Grade Officers holding independent charge to purchase petrol uptoRs.400/-at a time but not exceeding Rs.5000/-(in case of Assistant and Divisional Officers) andRs.10,000/-(in case of JA Grade officers) in aggregate per month. These powers will be in force till the installation of consumer pumps in Railway premises. c) Purchase of HSD Oil: Not applicable .Note :The powers as provided in Model SOP are applicable for purchase of HSD Oil, wherein the facility of consumer pumps in Railway premises has not been provided. d)Full powers are delegated to Jr.Admn/Sr.Scale Officers of Engg. Department for direct purchase of petrol (Limited to the requirement of the welding work) where it has to be supplied to the contractor as part of the Agreement of welding works. These powers will also apply to Departmental Thermit welding works. e)The following officers of Engg.(Con) organization are delegated the powers as indicated below , to purchase petrol :DENs/ConuptoRs.10,000/-per month. Dy. CE/Con upto Rs.20,000/-per month per DEN.CEs/Con upto Rs.30,000/-per month per DEN. f)Purchase of Kerosene Oil:-To be procured through Stores Depot							ModelSOP,Authority:2017/Trans/01/Policydt.18 /10/2017Para-12. Note: A demand for goods shall not be divided into small quantities to make piece meal purchases to avoid procurement through L-1 Buying/ bidding/ reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of total demand.

	g)Purchase of Bleaching Powder:-To be procured through Stores Depot/Purchase office					<p>1. Such purchases are restricted to maximum quantity of 1000 kg at a time with a ceiling limit of 3000 kg per month or not more than one month's consumption being a minimum shelf life of one month.</p> <p>2.Tender conditions should stipulate for material, which shall comply with the minimum available chlorine content for not less than 30 days from the date of manufacture, which should be specified on the container. After a period of more than 30 days, the minimum available chlorine shall be as agreed to between the purchaser and the supplier.</p> <p>3.Packing and marking, as laid down in IS:1065/1989.</p>
3	Composition of Tender Committee and Accepting Authority					
3.1	Value limit of tender case	Stores Member of TC(convener)	User/indent or Member of TC	Finance member of TC	Tender accepting authority (TAA)	
(i)	TC of Sr.Scale--AboveRs.50 lakhs and upto Rs.1crore	SMM	Nil	Sr.Scale	DyCMM	
(ii)	TC of JAG-Above Rs.1crore and upto Rs.5crore	DyCMM	JAG/SG	JAG/SG	CMM	<p>1. The change of nomination to one level below, by the PCAO, should only be in cases where officer of requisite level is either not available or the available officer cannot be delegated sensitive work of procurement. PCAO cannot further delegate this authority to change the composition of the TC.</p> <p>2. In case of change in composition of TC Members by PCAO, as provided for above, the level of TAA shall not change.</p> <p>3. Every effort should be made to post Sr. Scale officer to ensure minimum TCs at the level of Jr. Scale officers.</p> <p>4. TC having Jr. Scale officer would cease to exist whenever eligible Sr. Scale officer reports for duty in the concerned organization.</p> <p>Note: 1 to 4 above apply to 3.1(i) only.</p> <p>Authority-RlyBd's letter no.2017/Trans/01/Policy dt.18.10.17 2017/Trans/01/Policy/stores dt. 29.12.17. Dy CMM-III letter no.S/DMW/E/PP/35dated 22.01.2018 and Dy.CMM II L tr.No.S/DMW/DOP/35 DATED 28.02.20 issued with finance concurrence and approval of PCAO.</p> <p>Rly bd's letter no.2024/RS(G)/779 dated 22/11/2024 [Sr.no.4(i)- note,page no.3]</p>

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			PCMM	CMM	DY.CMM	SMM	AMM	
1	2	3	4	5	6	7	8	9
(iii)	TC of SAG-Above Rs.5crore and upto Rs.120crore		CMM	SAG	JAG/SG	PCMM		
(iv)	TC of PHOD/CHOD-AboveRs.120 crore		PCMM	PHOD/CHOD	PHOD/CHOD	PCAO		
3.2	(a) Acceptance of tender videPara341-S (including drugs and surgical items)	ModelSOP,2017/Trans/01/Policycd ated18/10/2017.	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	1. The powers delegated under this item are generally referred to as the purchase powers of the respective authorities. 2. The item includes Turnkey Work involving supply of Stores & performance of service on Turnkey basis.
	(b)Release of FE and payment through letter of credit/ TT	RailwayBd'sletter no.88RS(G)/779/14/pt.dt.06/01/2017	Upto his power of purchase	Upto his Power of purchase				
	(c)Earnest Money in case of tenders for purchase of Stores	Railway Board's letterno.2003/RS(G)/779/5dt10.09.2004 & letterNo.2004/RS(G)/779/11 dated 24.07.07. Model SOP dated26/10/2017, Rly Board letter no.2004/RS(G)/779/11/PTdated23/12/19& Dy.CMM-II ltr. No.S/DMW/E/PP/34/507dated31/12/2019						(*) <u>Please see remarks given below.</u>
<p>(*)REMARKS: -EMD amount shall be mentioned in all tenders irrespective of the nature of the tender as per the EMD amount mentioned in Para no.1.3of Rly.Bd.letterno.2004/RS(G)/779/Pt. dated 23.12.2019 or as decided by the purchaser under the policy. There shall be no exemption from submission of EMD for any tender or by any tenderer except following.</p> <p>a).(i)EMD shall normally not be called against limited tenders with estimated value uptoRs.25 lakhs (including single tenders, global limited tenders). (ii)If considered necessary, authority competent to issue tender may incorporate condition to call for EMD even in such limited tenders, on case to case basis.</p> <p>b) Micro and Small Enterprises (MSEs) registered for the tendered item in terms of Railway Board's letterNo.2010/RS(G)/363/1dated05.07.2012.</p> <p>c) Other Railways and Government Departments in terms of Railway Board's letterNo.2004/RS/(G)/779/11dated24.07.2007</p> <p>d) Indian Ordnance Factories in terms of Railway Board's letter No.92/RS(G)/363/1dated08/04/1993.</p> <p>e) PSUs owned by Ministry of Railways and PSUs for the group of items that are manufactured by them in terms of Railway Board's letter No.2002/RS(G)/779/5dated10.09.2004.</p> <p>f) Vendors registered with Railways for the trade group of the item tendered.</p> <p>g) Vendors appearing on the approved vender lists of RDSO/PUs/CORE, subject to approval status being valid on the date of tender closing.</p> <p>h) Vendors registered with Railways for supply of medicine, medical equipments and consumables shall be exempted from submission of EMD for these items.</p> <p>i) Intenders issued against PAC , OEM in whose favour PAC has been issued shall be exempted from submitting EMD. KVIC and ACASH shall be exempted from EMD for items supplied by them.</p> <p>Other instructions issued vide Rly. Bd letter no.2004/RS/(G)/779//11/Pt Dated 23/12/2019 or latest &Dy. CMM-II letter no. S/DMW/E/PP/34/507dated31/12/2019orlatest to be followed for earnest money deposit (EMD).</p>								

SN	NATURE OF POWERS	AUTHORITY	EXTENT OF POWERS DELEGATED					REMARKS
			PCMM	CMM	DY.CMM	SMM	AMM	
1	2	3	4	5	6	7	8	9

	(d) Security Deposit in case of tenders for purchase of stores	Bd's letter No. 2004/RS(G)/779/11 dt. 24/07/07, dt. 19.02.08 & dt. 15.10.08, 2017/Trans/01/Policy dt. 18.10.17, 2004/RS(G)/779/11 dated 21/02/2018. S-448. Rly Bd letter no. 2004/RS(G)/779/11/Pt. Dated 23/12/19 & Dy.CMM-III tr.No. S/DMW/E/PP/34/507 dated 31/12/2019.						(*) Please see remarks given below.
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(*) **REMARKS:-** There shall be no exemption from submission of Security Deposit (SD) for any tender or by any tenderer except following:

- a) The store contract cases of value upto Rs.25 (twenty five) lakh.
- b) Other Railways and Government Departments in terms of Railway Board's letter no. 2004/RS/(G)/779/11/dated 24.07.2007.
- c) Indian Ordnance Factories in terms of Railway Board's letter No. 92/RS/(G)/363/1 dated 08.04.1993.
- d) PSUs owned by Ministry of Railways and PSUs for the group of items that are manufactured by them in terms of Railway Boards letter No. 2003/RS(G)/779/5 dated 10.09.2004.
- e) Intenders issued against PAC, OEM in whose favour PAC has been issued shall be exempted from submitted SD. KVIC and ACASH shall be exempted from SD for items supplied by them.
- f) Vendors registered with Railways for the trade group of the item tendered shall be exempted from SD for orders valued upto their monetary limit of registration.
- g) Vendors appearing on the approved vendor lists of RDSO/PUs/CORE, subject to approval status being valid on the date of tender closing.
- h) Vendors registered with Railways for supply of medicine, medical equipments and consumables shall be exempted from submission of SD for these items.

Note:- Apart from claiming damages from vendors, in case of failure to comply with the contractual obligations, Railways shall record poor performance of the vendors for taking suitable penal action as per extant instructions.

Other instructions issued vide Rly. Bd letter no. 2004/RS/(G)/779/11/Pt Dated 23/12/2019 or latest & Dy.CMM-II letter no. S/DMW/E/PP/34/507 dated 31/12/2019 or latest to be followed for Security Deposit (SD).

(e) refund/forfeiture of Earnest Money Deposit without finance	Item 15(ii) of I32-S Rly. Bd. Model SOP 2018	Full powers including contracts Entered under PCAO powers	upto the limit of their Powers of purchase	upto the Limit of their Powers of purchase	upto the Limit of their Powers of purchase	Upto the limit of their powers of purchase	
Concurrence in accordance With the conditions of the tender							
(f) Acceptance of un-guaranteed Delivery terms and other unusual conditions	419-S and 420-S	Upto the limit of His powers of purchase	upto the Limit of his Powers of purchase	Nil	nil	nil	These powers are to be exercised in consultation With finance and law officer.
(g) Acceptance of contracts with Guarantee periods less than 18 months from date of Commissioning or 24 months From date of supply, Whichever is earlier.	Model SOP dated 26.10.17.	Upto the Limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the Limit of his powers of purchase	Upto the Limit of his Powers of purchase	Upto the Limit of his Powers of purchase	Note: These powers can be exercised subject to Obtaining the acceptance of indenting officer for the Shorter guarantee period.
(h) (i) acceptance of non-Standard force majeure clause	Authority: Model SOP, I. No. 67/RS(G)/145 dated 19/06/1967 2. No. 75/RS(G)/148/1 dated 22/09/1977	Upto the Limit of his powers of purchase	Upto the limit of his powers of purchase	Nil	nil	nil	1. These powers are to be exercised. In Consultation with finance and law officer. 2. These powers should be sparingly used, with safeguards like BG for protection against failure of supply, defective supply, short-receipt etc.

SN	NATURE OF POWERS	AUTHORITY	EXTENT OF POWERS DELEGATED					REMARKS
			PCMM	CMM	DY.CMM	SMM	AMM	
1	2	3	4	5	6	7	8	9
	(2) with railway standard force majeure clause	Rly Bd's Letter No.2024/RS(G)/779/8 dated:22/11/2024 [Sr.no.6(11)]	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	nil	Consultation with finance and law officer is not necessary.
	(i) Acceptance of deviations from IRS conditions of contract without prior finance concurrence.	Bd's letter No.88/RS(G)/779/14/pt.dt .06/01/2017						i)These powers can be exercised without finance concurrence. ii)Indirect acceptance case one level higher than normal powers of acceptance but not below level of JA grade .InTC case normal powers of acceptance of tender.
	1. In direct acceptance case(one level higher than normal powers of acceptance but not below the level of JA grade.		Rs.50lakhs	Rs.50lakhs	Rs.10lakhs	nil	nil	
	2.InTCcase		Normal	Normal	Normal	Nil	Nil	
	(J)Acceptance of quotation subject to variations in prices/rates of exchange, custom duty etc.	ModelSOP,No.57/145/RS(G)of04.03.1961	Upto the limit of his powers of purchase	Upto the limit of his powers Of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers Of purchase	The powers of Dy CMM and lower officers under this item are not applicable to cases of wage escalation.
	(k)Advance payment							
	(i)100 percent to M/SISCO,SAIL,RINL, TISCO on proforma invoice	Model SOP,1.No.64/RS(G)/385/1of19/02/1981and26/11/1985. 2.87/RS(G)/753/2of30/12/1987	Up to the limit of his powers of purchase	Upto the limit of his Powers of purchase	Upto the limit of his powers of purchase	nil	nil	
	ii)100 percent to M/S IOC,BPC,HPC on proforma invoice with finance concurrence	Model SOP,No.88/RS(G)/779/14Ptdated06/01/2017(Para2.0Sno.20)	Rs.10crores	Rs.5crores	nil	nil	nil	
	(iii)100% advance payment against proforma invoice with finance concurrence.	RailwayBoard'sletterNo.88RS(G)/779/14/ptdt.06/01/2017&88/RS(G)/779/14/pt.dt. 24/05/2017						Where such payments are authorized without inspection, bank guarantee should be obtained.
	i)Direct acceptance	Rly Bd's Letter No.2024/RS(G)/779/8 dated:22/11/2024 [Sr.no.6(29)]	Rs.25lakhs	Rs.15Lakhs	NIL	Nil	Nil	
	ii)TC cases		Upto his power of acceptance	NIL	NIL	NIL	NIL	
	(L) 100% Advance payment against Inspection & Railway Receipt to Public Sector Undertaking.	Bd's letter No.77/RS(G)/779/29dt.29.12.1977,88RS(G)/779/14/ptdt.06/01/2017,2017/Trans/01/Policydt.18.10.17&2017/Trans/01/Policy/stor esdt. 29.12.17..	Up to the limit of his powers of purchase	Upto the limit of his powers of purchase	Up to the limit of his powers of purchase	Nil	Nil	i)These powers will be exercised with finance concurrence where, however, the purchase is through a tender committee no separate finance concurrence is required. ii)If material is dispatched through road transport, receipted challan signed by consignee (not below a Gazetted Officer)should accompany the bill, in place of RR.

SN 1	NATURE OF POWERS 2	AUTHORITY 3	EXTENT OF POWERS DELEGATED					REMARKS 9
			PCMM 4	CMM 5	DY.CMM 6	SMM 7	AMM 8	
	(m) 100% Advance payment on Inspection Certificate (or Bank guarantee) and proof of dispatch in the case of plant and machinery spares, proprietary items and special tools from Government or non-Government Agencies.	Authority: Model SOP, 1. No.77/RS(G)/779/29 dated 29/12/1977. 2. No.87/RS(G)/753/1 dated 29/02/1988	Rs.50,000/-	Rs.50,000/-	Rs.50,000/-	Nil	Nil	
	(n) 98 percent advance payment on inspection certificate and proof of dispatch in respect of public sector undertakings and other manufacturers and running contracts.	Authority: Model SOP, 1. No.67/RS(G)/753/1 dated 10/05/1968. 2. No.64/RS(G)/385/1KW dated 18/12/1971. 3. No.77/RS(G)/779/29 dated 29/12/1977	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Nil	
	(o) 95 percent advance payment on inspection certificate and proof of dispatch/delivery.	Authority: Model SOP, 1. No.77/RS(G)/779/29 dated 29/12/1977	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Nil	
	(p) Cancellation of tenders.	Authority: 132-S	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Nil	
	(q) Refund of cost of tender forms sold to tenderers when tender notice is withdrawn.		Full powers	Full Powers	Full Powers	Full Powers	NIL	
4	To sign indents/PO (a) Indents placed on other purchase agencies (viz Railway Board, BLW, CLW, ICF, etc.)	Model SOP dated 26/10/2017. Rly Bd's Letter No.2024/RS(G)/779/8 dated:22/11/2024 [Sr.no.6(11)]	Full powers	Full Powers	Full Powers	NIL	NIL	1) In case of non-stock items, certificate regarding availability of funds to be obtained from the indenting officer. All indents will require vetting. 2) Express indents for stores placed on Railway Board to be accompanied by the urgency certificate signed by PCMM.

	(b) Modes of procurement through GeM by stores officers	Rly Bd's Letter No.2024/RS(G)/779/8 dated:22/11/2024 [Sr.no.6(10)]	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Government e-Marketplace (GeM). Government of India has established the Government e-Marketplace (GeM) for common use Goods and Services, GeM SPV will ensure adequate publicity including periodic advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct online purchases as under: i) Up to Rs. 50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. Note: In case of automobiles, procurement under this sub-rule is permitted without any ceiling limit. ii) Above Rs 50,000/- and up to Rs. 10,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer even for procurements less than Rs.10,00,000/-. iii) Above, Rs.10,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM. (Amendment to Rule '149 of General Financial Rules, 2017 by Ministry of Finance vide OM No. 1/3/2024-PPD dated 10/07/2024)
	(C) Placement of PO on other Railway unit by Depot officer for material assistance.	Railway Board's letter No 88/RS(G)779/ 14Pt. dt.06.01.2017. Rly Bd's Letter No. 2024/RS(G)/779/8 dt: 22.11.2024 [Sr.no.6(20)]	Full powers	Full powers	Full powers	Full powers	Full powers	1. Full powers on Book Rate for placement of PO's on other Railway unit only.
	(d)Purchase orders on suppliers selected in accordance with the prescribed rules and procedures and post order correspondence.		Full powers	Full powers	Full powers	Full powers	5lakhs	

5	Operation of contracts A) Acceptance of excess/Short supply of Depot officers without formal amendments to the contract	Rly Bd's Letter No.2024/RS(G)/779/8 dated:22/11/2024 [Sr.no.6(33)]						Depot officers are authorized to accept deliveries short or In excess up to 5% of the total value of the contract or Rs 8 lakhs whichever is less, provided as a result thereof the normal powers of purchase of the PCMM are not exceeded. No formal amendment of contract will be necessary in such cases and also in cases (other than those falling under Para. 711- S) where value of supplies short or in excess does not exceed Rs. 100/- irrespective of the percentage involved.
	(B) Variation of quantity in contracts (operation of option clause)	Railway Board's letter no.99/RS(G)/779/5dt.12.03.2010,99/RS(G)/779/5dt20.05.2010, 88RS(G)/779/14/ptdt.06/01/2017, 2017/Trans/01/Policydt.18.10.17&2017/Trans/01/Policy/stores dt. 29.12.17.	Full powers for Contracts placed within his powers	Full Powers For contracts placed with in his powers	Full powers for contracts placed with in his powers	Full powers for Contracts placed with in his powers	Full powers for contracts placed with in his powers	1. Operation of option clause will not require finance concurrence in TC cases. 2.Incase of tenders accepted by PCAO, variation in quantity also requires the sanction of PCAO with finance concurrence. 3.Competent authority for operating minus 30%optional clause shall be original tender accepting authority. In cases of purchases approved at the level of Board, minus operation of option clause shall be done with the approval of GM with finance concurrence.
	(c) Acceptance of stores dispatched after the expiry of delivery period by the consignee subject to conditions as stipulated in board's letter no. 73/RS(G)/779/59 dated 27/02/1980	Model SOP, Board's letter no.88/RS(G)/779/14Ptdated06/01/2017andNo.2000/RS(G)/779/9 dated4.03.2018, Rly Bd's Letter No.2024/RS(G)/779/8 dated:22/11/2024 [Sr.no.6(32)]	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	1. Finance concurrence is required for DP extension without LD. 2.Extn. of DP may be granted provided that the contract was not accepted against other lower tenders in consideration of the date of delivery and the delay will not cause loss of damage. 3. Depot officers may accept stores dispatch after delivery date a.Delay upto 6 months for order valued upto Rs. 8 lakhs. b.Delay upto 21 days for orders valued between Rs. 8 lakhs to Rs. 15 lakhs provided the initial delivery period does not exceed 6 months.* c. For all other orders valued over Rs. 15 lakhs prior extension of delivery period from the purchase office will be necessary (*subject to condition stipulated in Board's letter No. 73/RS(G)/779/59 dated 27/02/1980.) Condition stipulated in Board's letter No. 73/RS(G)/779/59 dated 27/02/1980 are re-iterated below: The time limit is not to be allowed in respect of the following categories of contracts/orders: i) Contracts placed against urgent, operation express and works programme indents. ii) Contracts where higher prices have been paid for earlier delivery. iii) Contracts for supply of stores subject to severe market fluctuations. iv) Contracts in which provision is made for recovery of pre-estimated damages.

								<p>In respect of such contracts the purchase officer should specifically mention in the purchase order that the grant of extension of time limit of 6 months/21 days will not apply by inserting the following clause:</p> <p>“The authority available to the Depot Officer/Inspecting Officer/Consignee to extend the delivery period within 6 months/21 days of the contract delivery period will not apply in respect of this purchase order.”</p>
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SN 1	NATURE OF POWERS 2	AUTHORITY 3	EXTENT OF POWERS DELEGATED					REMARKS 9
			PCMM 4	CMM 5	DY.CMM 6	SMM 7	AMM 8	
	(d) Imposition /waiver of penalties for failure to deliver stores with in the stipulated time	Model SOP, Board's letter no.88RS(G)/779/14/ptdt.06/01/2017, No.2000/RS(G)/779/9 dated 4.03.2018	Full Powers to impose or waive penalties in respect of contracts falling under his powers of purchase.	Full Powers to impose or waive penalties in respect of contracts falling under his powers of purchase.	Full Powers to impose or waive penalties in respect of contracts falling under his powers of purchase.	Full Powers to impose or waive penalties in respect of contracts falling under his powers of purchase.	Nil	1.For orders valued over Rs.8 lakhs for non-safety items and Rs.15 lakhs for safety items, if the extension in DP has the effect of shifting the booked liability to a subsequent year, entry should be made in the Funds register of Accounts office and in the computerized liability register. 2.While waiving penalties, the reasons for doing so must be fully recorded on the relevant files. 3. As per Board's letter no. 2000/RS(G)/779/9 dated 4.03.2018, waiver of LD and imposition of token LD will strictly be an exception rather than rule and only in situation where the circumstances leading to delays in supplies were beyond the control of the supplier.
	(e) Waiver of recoveries in respect of LD and loss due to RP	Model SOP, Board's letter No.77/RS(G)/779/29 dated 29/12/1977, 01/10/1985 & 03/04/1998	Nil					
	(f) Extension of time for removal of rejected materials and waiver of ground rent charges thereon.	Item 12 of 132S	Full powers	Full powers	Upto Rs.1lakh	Upto Rs.50000/-	Upto Rs.50000/-	While exercising these powers, a certificate should be recorded that the Railway has suffered no loss on account of the waiver. Finance concurrence is not necessary.
	(g) Refund of ground rent in respect of rejected supplies.	Item 12 of 132S	Full powers	Full powers	Full powers	Upto Rs.50000/-	Upto Rs.50000/-	1.Prior finance concurrence is necessary, if the ground rent recovered exceeds Rs.500/-.
	(h) Refund of Security Deposit and deposit for value of raw materials issued for fabrication	Item 15(I) of 132-S, No.86/RS(G)/164/0/1 dated 18/08/1987	Full powers for contracts entered under his/or PCAO powers	Upto the limit of his powers of purchase	Up to the limit of his power of purchase	Upto the limit of his powers of purchase	Upto the limit of his powers of purchase	These powers are to be exercised subject to the condition that the contract is satisfactorily completed.
	(i) Forfeiture of security deposit/with holding of EMD/Security Deposit	132-S(15)iii and Cl.0504 of IRS	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Upto the limit of his powers of purchase	Up to the limit of his powers of purchase	

SN 1	NATURE OF POWERS 2	AUTHORITY 3	EXTENT OF POWERS DELEGATED					REMARKS 9
			PCMM 4	CMM 5	DY.CMM 6	SMM 7	AMM 8	
	(J) Cancellation of orders	i) 132-S(4&5), ii) Model SOP dated 26/10/2017	Full powers for contracts within his powers of acceptance	Full powers for contracts within his powers of acceptance	Full powers for contracts within his powers of acceptance	Full powers for contracts within his powers of acceptance	Full powers for contracts within his powers of acceptance	
	(k) Payment of claims settled by Arbitration of disputes arising out of a contract.	Model SOP, letter No.69/WI/CT/27 dated 07/10/1974	Upto the limit of his powers of purchase	Upto limits of his powers of purchase	Nil	Nil	Nil	1.Particulars of Arbitrator's award should be put upto PCAO in the form of a statement for each half year ending 30 th September and 31 st March. 2.Cases where Arbitrator's award exceeds by more than Rs. 10 lakhs of the amount considered due by administration before arbitration proceedings began, or where deficiencies in the general conditions of contractor of procedure laid down by Railway Board came to light, such details should be reported to the Board.
	(L) Variation of Indian Railways Standard Conditions of Contract.	Model SOP, letter No. 88RS(G)779/14/pt dt .06/01/2017, 2017/Trans/01/Policy dt .18.10.17 Rly Bd's Letter No.2024/RS(G)/779/8 dated:22/11/2024 [Sr.no.6(30)]	Full powers subject to remarks	Full powers for contracts valued upto Rs. 50,000/- subject to remarks	Full powers only for contracts valued up to Rs.50,000/-	Full powers only for contracts valued upto Rs.50,000/-	Full powers only for contracts valued upto Rs.15,000/-	PCMM may waive without finance concurrence for operation of clauses relating to 'Liquidated damages' and 'Arbitration' appearing in the contract (value of contract upto Rs. 15 lakhs) at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries. (Already changed vide Railway Board letter No. 2004/RS(G)/779/11 Pt. dated 23/12/2019.)
	(M) To write off loss due to risk purchase, general damages, liquidated damages.	Model SOP, letter No. 88RS (G) 779 / 14/pt dt.06/01/2017. Rly Bd's Letter No.2024/RS(G)/779/8 dated:22/11/2024 [Sr.no.6(31)]	Rs. 1.5 lakhs	Rs.75,000/-	Rs. 40,000/-	Nil	Nil	PCMM- upto Rs. 1.5 lakhs CMM- upto Rs. 75,000/- Dy. CMM- upto Rs. 40,000 Field Stores officers and their accepting authorities (accepting authorities of TC where the stores field officer is the convener) will exercise the same power as their HQ counterpart These powers should be exercised with utmost care only and only when all other modes of recovery except through arbitration and legal action have been exhausted. Suitable administrative action should be taken against defaulting firms.

SN 1	NATURE OF POWERS 2	AUTHORITY 3	EXTENT OF POWERS DELEGATED					REMARKS 9
			PCMM 4	CMM 5	DY.CMM 6	SMM 7	AMM 8	
	(N) Re-fixation of delivery period	Model SOP, Para 445-S	Full powers upto their power of acceptance	Full powers upto their power of acceptance	Full powers upto their power of acceptance	Full powers upto their power of acceptance	Full powers upto their power of acceptance	Finance concurrence is not required.
6	LOCAL PURCHASE (A) Stock and non-stock items by Stores officers	Para 711(S) as amended vide ACS 191-S & Bd's letter No. 79(S) 1/PW-7/4dt.5/12/80 & No. 95(F(S) POL/PW-7/1Dt.7/3/97 ACS No. 191-S to Para 711-S 2001/F(S)-1/PW7/2dt.5.9.03 88RS(G) 779/14/ptdt.06/01/2017	Rs. 1 lakh	Rs. 1 lakh	Rs. 1 lakh for DyCMM	Rs. 1 lakh for SMM	Rs. 50,000/- For AMM	(i) For items costing upto Rs. 25,000 single quotation may be obtained. (ii) PAC spares for M&P items to be procured from OEMs or their authorized agents can be purchased upto Rs. 20,000/- in value under LP powers of Depot officers.
	(B) Purchase by field officers-Not applicable.							
7	(A) AUCTION SALE (i) of over-stocks of ordinary, emergency and special stores (ii) of scrap and unserviceable surplus and obsolete stores	Model SOP. (1) Item 9 of 132-Sand 2307-S, (2) Item 11 of 132-Sand 2310-S, (3) Auction should be conducted only by JA Grade Divl/Depot/Headquarter Officer as per Board's letter No. 2001/1/RS(S)/709/20 dated 28/03/2002 (4) 2015/RS(S) 709/5 dated 29/01/2016.	Full Powers	Full Powers	Full powers	Nil	Nil	1. No sale by Tender / Auction or any article of whatsoever category in the depot should be made unless the article has been recommended for sale by the Survey Committee (Para 2224-S) and their report approved by the competent authority (2228-S). Tender committee is to be constituted to finalize tenders for sale value of Rs. 10,000/- and over. Reserve prices based on bids obtained in past auctions and other information like published market rate of similar material, recent auction rate of similar material in depots nearby etc., should be fixed by the Controller of Stores or Depot Officer for each item of scrap sold. In respect of non-ferrous scrap and condemned rolling stock, reserve prices should be fixed by JA Grade auction conducting officer. Railway Board's letter No. 2001/RS(S)/709/20 dated 28/03/2002 & 13/03/2003. Approval of PCMM/CMM is necessary for acceptance of auction bids falling short of their reserve price by more than 10%, with finance concurrence.
	(B) TENDER SALE (i) of over-stock of ordinary, emergency and special stores (ii) of scrap and unserviceable surplus and obsolete stores	Authority: 1. Item 9 of 132-Sand 2307-S. 2. Item 11 of 132-Sand 2310-S.	Up to the limit of their power of purchase.	Up to the limit of their power of purchase.	Up to the limit of their power of purchase.	Up to the limit of their power of purchase.	Up to the limit of their power of purchase.	2. PCMM/CMM has full powers to accept the recommendations of Survey Committee in respect of disposal of scraps and also to adjust the difference between book value and sale value. 3. Auction should be conducted only by JA Grade officer.

SN 1	NATURE OF POWERS 2	AUTHORITY 3	EXTENT OF POWERS DELEGATED					REMARKS 9
			PCMM 4	CMM 5	DY.CMM 6	SMM 7	AMM 8	
	(C)direct sale of stores with normal stock	Authority: Item 8 of 132-S and 2327-S, 88/RS(G)/779/14 Ptdated 06/01/2017	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	<p>1. Sale to other than Railway employee, other Rlys & Govt. Deptt. and public under taking should be resorted to only under exceptional circumstances and such sale should be personally approved by PCMM.</p> <p>2. Sale of materials with normal stock is prohibited. However, to meet the emergent needs of Govt. departments, Railways, local authorities, or contractors for use on Railway Works, sale may be effected. The sale should be at book rate or purchase rate whichever is higher plus the usual percentage charges at the rate of 5% for freight and 2% for incidental charges and departmental charges at the rate of 12.5% on prime cost, freight, and incidental charges. Departmental charges may be waived in any particular case with the sanction of PCAO. However, sale to other Govt. Railways should be at book rate of issuing depot as available in previous month's transaction register without the addition of any other charges. Finance concurrence is required.</p> <p>3. All the scrap received at the scrap depot through DS-8 is exempted from Survey. Depot officers themselves should sanction the survey sheet generated after the lot formation.</p>
	(D)direct sale of over stocks and ordinary, emergency and special items.	Authority: Item 8 of 132-S, 2308-S and 2330-S	Sale to Railway employees Full Powers Sale to Govt. Deptt. And other Railways Full Powers.	Sale to Railway employees Full Powers Sale to Govt. Deptt. and other Railways Full Powers.	Sale to Railway employees Rs.1000/- per occasion. Sale to Govt. Deptt. and other Railways Rs.10,000/- Per occasion.	Sale to Railway employees Rs.500/- Per occasion. Sale to Govt. Deptt. and other Railways Rs.5,000/- Per occasion.	Sale to Railway employees Rs.300/- Per occasion. Sale to Govt. Deptt. and other Railways Rs.3,000/- Per occasion.	

SN	NATURE OF POWERS	AUTHORITY	EXTENT OF POWERS DELEGATED					REMARKS
			PCMM	CMM	DY.CMM	SMM	AMM	
1	2	3	4	5	6	7	8	9
	(E) direct sale of surplus stores and scrap stores	Authority: Item 8 and 11 of 132-S and 2330-S	Sale to other Railways and Govt. Deptt. Full Powers Sale to Railway employees and private parties. Full Powers. Sale to Railway employees and private parties. Rerollable and Industrial scrap upto Rs.10,000/-.	Sale to other Railways and Govt. Deptt. Full Powers Sale to Railway employees and private parties. Full Power. Sale to Railway employees and private parties Rerollable and Industrial scrap upto Rs.5,000/-	Sale to other Railways and Govt. Deptt. Upto Rs.1 lakh Sale to Railway employees and private parties Upto Rs. 2,000/- in each case at rates fixed by PCMM. Sale to Railway employees and private parties Rerollable and Industrial scrap upto Rs.3,000/-	Nil	Nil	The rates at which surplus stores may be sold should be the book rates (which would have been suitably modified by the Survey Committee) or the rates at which similar articles have been sold in recent auction or tender sales, which ever may be higher. Where similar articles have not been sold at recent auction but have been withdrawn owing to the reserve price that had been fixed not having been reached, such prices should be taken to be the prices applicable in the case of these sales. Additional charges for freight, incidental charges and supervision vide Para 2328 -S and 2329-S may be added at full or reduced rate or altogether for gone by the authority empowered to sanction the sales. In the case of petty sales, the cost is payable strictly in advance to the Railway. Scrap and unserviceable, surplus and obsolete stores may be sold at book value or at a loss not exceeding Rs.200/- on each sale. The freight involved should also be taken into account in computing the loss (Para 2331 (a)-S and 2311-S) . Railway may also submit tenders to dispose of over-stocks or surplus stores (Para 2325-S) Finance concurrence is required.
	(F) direct sale of books, forms, stationary, petty stores and clothing for Class-IV staff	Item 10 of 132-S and 2309-S	Full Powers	Full Powers	Nil	Nil	Nil	
	(G)(i)a) For extension of time for payment of Balance Sale Value (BSV) and forfeiture of lots duly forfeiting of EMD: Permissible free time for payment of BSV: <3 lakh - 10 days; >3 lakhs 15 days After the lapse of the period stipulated above, payment of BSV is allowed with interest @2% above the Prime Lending Rate (PLR)* of SBI for the period, upto a maximum period of 40 days for line lots and 35 days for depot lots from the date of auction.	Item 12 of 132-S, 2015/RS(S)709/5 Dated 29/01/2016 and 20/09/2016.	Full powers	Full powers	Full powers	Rs.1 lakh	Rs.50,000/-	<p>Note-1. Railway administration can allow time not exceeding 40 days for line lots and 35 days for depot lots from the day of auction subject to levy of full interest charges, as applicable, for the period beyond the stipulated free time based on the merits of each case.</p> <p>2. In the event of the office remaining closed on the last day of payment BSV (i.e. 40th days for line lots and 35th days for depot lots), payment will be accepted on the next working day.</p> <p>3. Free delivery time shall be maximum 40 days for depot scrap from the date of auction. This time can be extended upto 50 days for depot scrap by PCMM/CMM at the time of auction depending on complexity of lot or even after auction in case Railway Administration is responsible for delay. However, beyond 65 days for line lots and 50 days for depot scrap, delivery can be given only after imposing ground rent. In exceptional circumstances when delay is purely due to fault of Railway Administration, delivery can be extended</p>
	(i) b) For extension of time for Delivery with Ground Rent and forfeiture of lots duly forfeiting		Full powers	Full powers	Full powers	Rs.1 lakh	Rs.50,000/-	

SN 1	NATURE OF POWERS 2	AUTHORITY 3	EXTENT OF POWERS DELEGATED					REMARKS 9
			PCMM 4	CMM 5	DY.CMM 6	SMM 7	AMM 8	
	Deposited sale value							Without Ground Rent with personal approval of PCAO.
	(ii) for extension of time for delivery without ground rent.		Full Powers	Full Powers	Nil	Nil	Nil	
	(iii) Cancellation of lots due to Administrative reasons with Finance Concurrences		Full Powers	Full Powers	Full powers	Nil	Nil	
	(H) acceptance of payment in respect of materials revealed in excess of the advertised quantity in auction/tender sales at the Time when delivery is in progress		Nil	Nil	Nil	Nil	nil	
7	(I) refund of ground rent in respect of scrap material sold		Full Powers	Full Powers	Full powers	Nil	Nil	If the amount exceeds Rs.500/-, prior finance concurrence is necessary.
	(j) Disposal of rejected Stores not removed by Contractors within 21 days from the date of rejection in terms of Para 762,764-S.		Full powers to dispose at The contractor's risk and cost.	Full powers to dispose at the contractor's risk and cost.	Full powers to dispose at the contractor's risk and cost.	Nil	Nil	
8	ACCOUNTING ADJUSTMENTS (A) Adjustment of difference between book value and sale value	2307-Sand 2310-S	Full Powers	Full Powers	Rs.10,000/- Per item	Rs.1000/-	Nil	
	(B) Adjustment as a result of fluctuation in market rate	Item 17 of 132-Sand 210-S	Rs.10,000/- per item	Rs.10,000/- Per item	Rs.5,000/- Per item	Nil	NIL	
	(C) Writing down the value of surplus, obsolete, scrap and second hand stores (refer Note-i below)	Authority: 2003/RS(G)/777/2 dated 04/02/2005, ACS No. 16 of Item No. 13 of S-132	Rs.1 lakh per item	Rs.1 lakh per item	Rs.1 lakh per item on the recommendations of the Survey Committee (where item means total stock value of the item and Not the unit value)	Nil	NIL	Note - 1. The recommendation of Survey committee should be obtained vide para 2223-S. 2. The powers of depot officer upto Rs.1000/- per item may be exercised without the Recommendations of survey committee.
	(D) Adjustments due to stock verification	Authority: ACS No. 16 of Item No. 17 of S-132	Rs.5,000/- per item	Rs.5,000/- Per item	Rs.3,000/- Per item	Nil	Nil	These powers may be exercised provided the difference is not due to negligence, carelessness or dishonesty of any employee or due to different methods of measurement adopted by the Accounts Stock verifiers and the department and it is agreed by PFA that reference to GM is not

SN 1	NATURE OF POWERS 2	AUTHORITY 3	EXTENT OF POWERS DELEGATED					REMARKS 9
			PCMM 4	CMM 5	DY.CMM 6	SMM 7	AMM 8	
								necessary.
	(E) i) To write off shortages of articles of dead stock, losses of stores, tools and plants in stock and in transit on revenue account.	ACS No. 16 of Item No. 18 of S-132	Rs. 5,000/- per item	Rs. 5,000/- Per item	Rs. 2,500/- Per item	Rs. 2,500/- Per item	nil	These powers may be exercised provided the difference is not due to negligence, carelessness or dishonesty of any employee or due to different methods of measurement adopted by the Accounts Stock verifiers and the department and it is agreed by PFA that reference to GM is not necessary.
	ii) To sanction adjustments effected in the numerical account for verification undertaken departmentally or by the Accounts department	ACS No. 16 of Item No. 18 of S-132	Rs. 2,000/- per item	Rs. 2,000/- Per item	Rs. 500/- per item	Rs. 100/- Per item	nil	1. These powers may be exercised where the loss is due to negligence, carelessness or dishonesty of any Railway employee and it is not possible to effect recovery from the employee. 2. Every case of loss presenting unusual feature or revealing serious irregularities or exceeding Rs. 50,000/- should be promptly brought to the notice of the Railway Board vide Para 1802-GI. The monthly summary of the total amount written off, supported by details in each case when Railway employees are responsible and disciplinary action taken should be submitted to the General Manager.
	iii) Part-II differences between actual balances and the balances in the priced ledgers brought to the notice in connection with the reconciliation of depot card ledger with the priced ledgers of Accounts office.		Upto Rs. 5,000/- for each individual case.	Upto Rs. 5,000/- for each individual case.	Upto Rs. 3,000/- for each individual case.	Nil	nil	
9	MISCELLANEOUS (A) Contract for- i) reconditioning of non-ferrous scrap	1326-S	Rs. 25 lakhs in each case	Rs. 25 Lakhs in each case	Rs. 3 lakhs	Rs. 50,000/-	Rs. 15,000/-	1. Before deciding to invite tenders for fabrication/reconditioning of shop manufacture items cost, comparison analysis as well as 'make or buy' decision should be done duly scrutinized by the concerned Workshop Accounts Officer.
	ii) fabrication of miscellaneous articles from raw material	1326-S	Rs. 25 lakhs in each case	Rs. 25 Lakhs in each case	Rs. 3 lakhs	Rs. 50,000/-	Rs. 15,000/-	2. The possibility of carrying out the working Railway Workshops at cheaper rates should be investigated before entering into contracts.

SN	NATURE OF POWERS	AUTHORITY	EXTENT OF POWERS DELEGATED					REMARKS
			PCMM	CMM	DY.CMM	SMM	AMM	
1	2		4	5	6	7	8	9
	(B) i) Invitation and acceptance of tenders for loading and unloading of goods and transport of materials.	Authority:89/RS(G)/363/5/Pt Dated 28/04/2004	Rs.3 Crores	Rs.40 lakhs	Rs.10 lakhs	Rs.2 lakhs	Rs.75,000/-	1. Depot officer will exercise these powers upto Rs.80,000/- in each case by calling quotations and without finance concurrence. 2. These powers are to be exercised with the concurrence of Finance. 3. The following conditions are to be complied with:- (a) Open tender to be invited for all cases beyond Rs.80,000/- (b) Obtaining approval of HOD for cases beyond Rs.80,000/- (c) Annual ceiling limit (other than contract) of Rs.10 lakhs for J.A. Grade officers and Depot officer holding independent charge. (d) Inescapability for going to private transport contract should be certified and recorded stating that depot lorries are in adequate to cope with the transport of railway material. (e) Transit risk will be to contractor's account. (f) Bulk movement of steel and POL should be only by RAIL. (g) Necessary clarification that the transportation element of the subject material was not covered under any purchase/supply order must be furnished. (h) Tenders must not be called for transporting material, which is yet to be received.
	ii) Acceptance of Limited Tenders for hiring of private transport for transporting Railway material on TC recommendation without Finance concurrence from	Authority:83/W1/CT/14(P) dated 13/03/1987, Engg Code Para 12 14	Rs.15 lakhs	Rs.15 lakhs	Above Rs.1 lakh upto Rs.15 lakh	Nil	nil	Note-1. Minimum number of contractors on approved List should be 10. 2. Approved list should be updated annually.
	iii) Hiring of material handling equipment by Depot Officers	Authority:88/RS(G)/779/14 Pt Dated 06/01/2017 (Para)	NA	NA	NA	NA	NA	1. DyCMM/Depot upto Rs.50,000/- per case with monthly limit of Rs.5 lakhs. 2. SMM/Depot upto Rs.25,000/- per case with monthly limit of Rs. 2.5 lakhs.
	iv) Hiring of Labour (Scrap Matters)	Authority: 88/RS(G)/779/14 Pt Dated 06/01/2017	Nil	Nil	Nil	Nil	NIL	1. DyCMM/Depot Rs.20,000/- per case with monthly limit of Rs.1 lakh 2. SMM/Depot independent incharge Rs.10,000/- per case with monthly limit of Rs.50,000/-. 3. AMM/Depot independent incharge upto Rs.5,000/- per case with monthly limit of Rs. 25,000/-.
	V) Hiring of Road Transport for carrying Railway material(s) through Tender or quotation.	Delegation of power as given in Misc Matters item No. 45 and delegation of power regarding "composition of tender committee and acceptance authority" shall be applicable as DMW SOP in Works-Matter under item No.5(E) Ann-A and 5(F) will be applicable.						



1	NATURE OF POWERS	AUTHORITY	EXTENT OF POWERS DELEGATED					REMARKS
			PCMM	CMM	DY.CMM	SMM	AMM	
1	2	3	4	5	6	7	8	9
	(C) For printing work by outside press	Authority: Para 1030 of Financial Code Vol-1, 1129-S.	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase			1. Open tenders should be invited for all contracts in excess of Rs.1 lakh in value. For contracts under Rs.1 lakh in value, limited tenders may be called for. 2. Off-loading of printing works is to be done if PCMM certifies that the printing work cannot be undertaken in Railway Press or other Government Press. These powers shall not be exercised for printing cash value items. The necessity for printing non-standard forms shall be carefully examined by the Head of Departments concerned. The instruction issued by Board/GM/AGM from time to time shall be scrupulously followed.
	(D) Powers to permit airlifting of Railway Stores in each case.	Authority: Railway Board letter No.98/F(FEX)17/1/Airlifting dated 28/02/2003, No.98/F(FEX)17/1/Airlifting dated 26/02/2008	Up to their power of acceptance.	Nil	Nil	Nil	NIL	1. Full powers to PCAO in all cases in which the CIF cost of the import is within the powers of procurement delegated to him. 2. Further, PCMM has been delegated full powers for air freighting of items in import contracts upto their level of acceptance of the tenders. 3. These powers are to be exercised personally by PCAO and PCMM with personal concurrence of PFA. These powers are not to be delegated downwards.

